

Expenditures made under the authority of this Act are subject to the provisions of Sections 1-17 as well as Title 39 of the Louisiana Revised Statutes.

### **BA-7 INFORMATION**

Section 2 of Act 12 deals with the addition of federal, self-generated, dedicated and interagency transfer funds, and Section 73 C of Title 39 provides for changes from one program to another with the approval of the Division of Administration and the Joint Legislative Committee on the Budget (JLCB). Any transfers among these programs must comply with procedures outlined in Section 73 C of Title 39 and Policy and Procedure Memorandum 52 Revised. Section 14 of Act 12 requires that: "All BA-7 budget transactions submitted in accordance with this Act or any other provisions of law which require approval by the Joint Legislative Committee on the Budget or joint approval by the commissioner of administration and the Joint Legislative Committee on the Budget shall be submitted to the commissioner of administration, Joint Legislative Committee on the Budget and Legislative Fiscal Office a minimum of sixteen working days prior to consideration by the Joint Legislative Committee on the Budget. Each submission must include full justification of the transaction requested but submission in accordance with this deadline shall not be the sole determinant of whether the item is actually placed on the agenda for a hearing by the Joint Legislative Committee on the Budget. Transactions not submitted in accordance with the provisions of this Section shall only be considered by the Commissioner of Administration and Joint Legislative Committee on the Budget when extreme circumstances requiring immediate action exist." In addition, Section 73 C of Title 39 states: "Such transfers shall include adjustment of any performance standards which are impacted by the transfer of funds."

The BA-7 form and questionnaire, which were revised January 30, 2001, must be completed in detail for each mid-year budget adjustment requested. The revised BA-7 form (MS Excel file) and questionnaire (MS Word file) are available on the OPB website (<http://www.doa.state.la.us/opb/index.htm>) under "Forms, Formats, Guidelines, and Memorandum Archive." **All higher education BA-7s shall include documented approval from each respective institution's management board.** If information—financial or performance—on the BA-7 form and questionnaire is insufficient to justify the request, the BA-7 request will be returned for further information.

The Division of Administration will continue to take a firm position on justification and **timely** submission of BA-7s during Fiscal Year (FY) 2001-2002. The agency deadline for submission of BA-7s to the Division of Administration, the Legislative Fiscal Office and the Joint Legislative Committee on the Budget (JLCB) is the LAST day for submission. BA-7s should be submitted as early as possible rather than on the deadline date. Submission of a BA-7 on the deadline date does not guarantee that the BA-7 will be on the next agenda of the JLCB. **If the BA-7 is not submitted in time for a thorough financial and performance analysis, it will not be placed on the agenda.** The schedule for submission of BA-7s requiring JLCB approval is included in the Appropriation Letter package. The person(s) from your agency most knowledgeable about items on the agenda of the JLCB must be present at these hearings to answer detailed questions.

**In no case should actions that require BA-7 approval be undertaken prior to completion of the approval process. The Joint Legislative Committee on the Budget is now taking a hard-line approach to "after the fact" BA-7s. As a result, some BA-7s that are submitted after expenditures are made pursuant to the BA-7 may be summarily denied.** As a reminder, the 2002 Regular Legislative Session will begin on the last Monday in April. The scheduling of a JLCB meeting is difficult at best during a legislative session. Therefore, it is recommended that you plan ahead and submit critical BA-7s prior to that time frame.

#### **ADVANTAGE FINANCIAL SYSTEM (AFS)**

The Office of Planning and Budget is no longer involved in the processing of Expenditure (EBs) and Revenue Budgets (RBs) in the accounting system (AFS). It is the Agency's responsibility to ensure a balance between EBs and RBs. Review and subsequent approval or disapproval of the Appropriated Program Transactions (APs) will continue as is currently done. For agencies under the Advantage Financial System (AFS), the Office of Planning and Budget will be utilizing the AFS report 2G54, "Appropriation Budget Reconciliation by Agency" and the AFS report 2G15, "Appropriation Report by Agency" to monitor budgets for both revenue and expenditures. Review of these reports will compare Budgeted and Actual amounts for Appropriated Means of Financing and Programs for accuracy, and conformity to Legislative and Executive intent. Noncompliance with Legislative and Executive intent may cause delay and/or rejection of Warrants requested. Transfers from Acquisitions and Major Repair categories or any transfers, which result in increased recurring expenses utilizing one-time savings, are to be avoided.

#### **STATE EMPLOYEES GROUP BENEFITS**

Section 6 D of Act 12 contains language regarding the cost assessment allocation proposed by the Board of Trustees of the State Employees Group Benefits Program. It states: "In the event that any cost assessment allocation proposed by the Board of Trustees of the State Employees Group Benefits Program becomes effective during the 2001-2002 Fiscal Year, **each budget unit contained in this Act shall pay out of its appropriation an amount no less than fifty-eight percent of total premiums for all active employees** and no less than 75% for those retirees with Medicare in accordance with R.S. 42:851(A)(1), for the state basic health insurance indemnity program."

### **TOBACCO SETTLEMENT**

Agencies receiving funds from the Tobacco Settlement, as outlined in R.S. 39:98.1 through 98.6, inclusive of the Louisiana Fund, Education Excellence Fund, Health Excellence Fund, and the TOPS Fund, should be made aware that the statutory dedication amounts specified in Act 12 are estimates made by the Revenue Estimating Conference and are subject to change. Either unanticipated changes in tobacco consumption or revised interest earnings could cause these amounts to fluctuate up or down. The Tobacco Master Settlement Agreement requires that payments will be disbursed to the states twice per year, in January and in April. Participating agencies should exercise caution when making plans to expend these funds. In addition, be advised that agencies receiving appropriations from the Louisiana Fund and the Health Excellence Fund cannot automatically rebudget funds for the prior fiscal year. Any monies that are unencumbered and unexpended at year-end will revert to the Funds.

### **PERFORMANCE STANDARD ADJUSTMENTS**

In order to ensure adoption of the most accurate expectations of agency performance within the state budget, performance standards contained in the adopted budget may, under certain circumstances, be adjusted at the beginning of the fiscal year. However, adjustments to objectives, performance indicators, and performance standards are limited to the following circumstances:

- The performance standards proposed in the general operating appropriation bill (HB 1), as introduced, are based on the governor's executive budget recommendations. During the legislative process, the performance impacts of amendments to HB 1 may not have been addressed. As a result, some performance standards (for key indicators contained in Act 12 and/or supporting indicators contained in the Executive Budget Supporting Document) may not reflect changes between the executive budget recommendation and the appropriation enacted. Departments and agencies are urged to use the performance standard adjustment request process to adjust key and supporting objectives, performance indicators, and performance standards to bring them in line with changes—both increases and decreases—made in HB 1 after introduction of the bill.
- A department or agency may request adjustment of supporting objectives, performance indicators, and performance standards in the Executive Budget Supporting Document to correct technical errors (such as typographical errors).
- A department or agency may request adjustment of key or supporting objectives, performance indicators, and performance standards to incorporate the impact of legislation enacted during the most recent regular session or an extraordinary session occurring after the regular session, or to incorporate the impact of any change in federal rule, regulation, or law that became effective no earlier than one month prior to submission of the executive budget.
- A department or agency may have been directed by specific language in Act 12 to submit new or adjusted performance information by August 15, 2001.

You should submit requests for adjustments to objectives, performance indicators, and performance standards to the OPB and the JLCB, using the Performance Standard Adjustment Request form, no later than August 15, 2001. The Performance Standard Adjustment Request form (MS Excel file) and instructions (MS Word file) are available on the OPB website (<http://www.doa.state.la.us/opb/index.htm>) under "Forms, Formats, Guidelines, and Memorandum Archive." Requested adjustments are subject to review and approval by both the OPB and the JLCB (or a subcommittee thereof). Performance standard adjustment requests generally are heard by the JLCB (or a subcommittee thereof) in September. The person(s) from your agency most knowledgeable about performance items on the agenda of the JLCB (or a subcommittee thereof) must be present at these hearings to answer detailed questions.

### **POSITION CONTROL**

You are to adjust the position count in the ISIS HR System in accordance with this letter of notification. It is the intention of the Division of Administration that only employees in the permanent state work force be paid from expenditure codes 2100, 2130, and 5200 in accordance with the Advantage Financial System's uniform chart of accounts definitions, "2100 Salaries - Classified-Regular: Compensation paid to full-time or part-time classified employees hired on a continuing basis," "2130 Salaries-Unclassified-Regular: Compensation paid to full-time or part-time unclassified employees hired on a continuing basis," and "5200 AUX Programs-Salaries: Salaries that are related to auxiliary programs." Therefore, payments for salaries from these expenditure codes for employees in the classified and unclassified state service are limited to those employees with permanent or probational status. Any changes in positions, in either number or classification, are subject to the provisions of Title 39, Section 84. Since the Office of Planning and Budget will be using the ISIS HR system to maintain positions in 2001-2002 and to prepare the 2002-2003 budgetary recommendations, it is imperative that you maintain this system with regard to the appropriate salary code. Furthermore, all requests for personnel action submitted to State Civil Service should reflect the proper expenditure code for the position affected.

### **AUXILIARY ACCOUNTS**

Section 15 A of Act 12 includes language which authorizes funds appropriated to auxiliary accounts to be from prior and current year collections, with the exception of state general fund direct.

### **CONTINGENCY APPROPRIATIONS**

This notification represents your total appropriated budget level for FY 2001-2002. However, the following departments and/or agencies have contingency appropriations:

- 1) Medical Vendor Payments Program - Department of Health & Hospitals
- 2) Parks and Recreation - Department of Culture, Recreation, and Tourism

Should these contingency appropriations become effective, your budget will be adjusted accordingly. At the proper time, you will be notified as to the procedures necessary to incorporate these allocations into your budget.

### **COMPLETE APPROPRIATION LETTER PACKAGE**

The following documents are included in the entire package of the Appropriation Letter. Please ensure that the proper personnel acquire all of these documents. These documents will be delivered either by hard copy through the mail or electronically by email. The electronic method will contain both file attachments and links to OPB's website for the entire package.

1. Appropriation Letter (in two parts, page 1 and pages 2-6)
2. Schedule for BA-7s requiring JLCB approval
3. Risk Management Premium notice
4. ACT 12, the General Operating Appropriation Act, includes any special language and contingencies affecting appropriations and gubernatorial vetoes.
5. AFS Documents – AP, RB, EB
6. BOATS spreadsheets from original bill to ACT 12
7. Performance spreadsheets
8. August 15 Performance Standard Adjustment Request
9. August 15 Performance Standard Adjustment Request Guidelines

If you have any questions regarding your appropriation, please contact your Budget Analyst.

Sincerely,



Ray L. Stockstill  
Director

RLS/cl

Attachments